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ABMB

OFFICE OF TRAINING

**SCHEDULE OF COURSES
and
COURSE DESCRIPTIONS**

NOVEMBER 1968 — JUNE 1969



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OFFICE OF TRAINING

SCHEDULE OF COURSES

November 1968 through June 1969

Administrative Procedures 3 1/2 or 5 days - Full time

18 - 22 Nov	10 - 14 Mar
16 - 20 Dec	21 - 25 Apr
13 - 17 Jan	19 - 23 May
3 - 7 Feb	16 - 20 June

ADP Orientation 3 days - Full time

12 - 14 Nov	11 - 13 Mar
17 - 19 Dec	10 - 12 June
28 - 30 Jan	

Advanced Management (Planning) 1 week - Full time

8 - 13 Dec	23 - 28 Mar
19 - 24 Jan	18 - 23 May
23 - 28 Feb	15 - 20 June

25X1A

2 weeks - Full time

2 - 13 June

Basic Country Survey: USSR 2 weeks - Full time

28 Apr - 9 May

Challenge of Worldwide Communism (for 3 weeks - Full time
CTs)

2 - 20 Dec

17 Mar - 4 Apr

25X1A

2 weeks - Full time

3 - 14 Feb

9 - 20 June

24 Mar - 4 Apr

China Familiarization

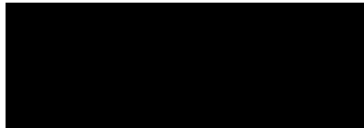
1 week - Full time

9 - 13 Dec

5 - 9 May

10 - 14 Mar

25X1A



1 week - Full time

CIA Review

1 1/2 hours - Part time

12 Nov

11 Mar

10 Dec

8 Apr

14 Jan

13 May

11 Feb

10 June

25X1A



2 weeks - Full time

3 - 7 Feb (DDS&T Special)

12 - 23 May

3 days - Part time

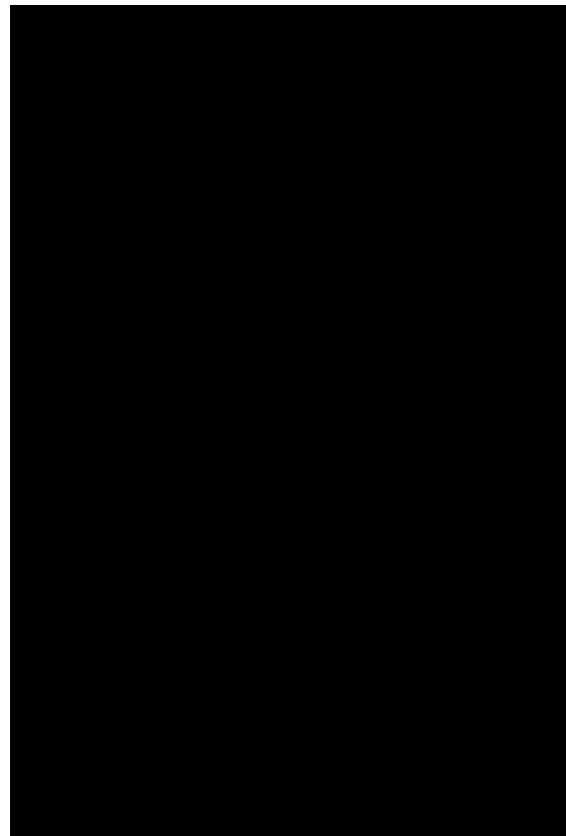
24, 26, 28 Mar

28, 30 Apr and 2 May

28 - 29 May (for CTs)

9, 11, 13 June

25X1A



1 week - Part time

31 Mar - 4 Apr

5 - 9 May

16 - 20 June

2 days - Parttime

7 - 8 Apr

23 - 24 June

9 days - Full time

Clerical Refresher 4 weeks - Part time

18 Nov - 13 Dec
13 Jan - 7 Feb
17 Feb - 14 Mar

24 Mar - 18 Apr
28 Apr - 23 May
2 - 27 June

Communist Party Organization & Operations - To Be Announced

2 weeks - Full time

Apr - 9 May
- 27 June

2 weeks - Full time

- 23 May

3 1/2 days - Full time

- 30 Apr

To Be Announced

Effective Speaking

12 weeks - Part time
(1 session a week)

5 Mar - 7 May

European Operations

3 weeks - Full time

17 Mar - 4 Apr

Field Finance and Logistics

3 weeks - Full time

18 Nov - 6 Dec
6 - 24 Jan

24 Mar - 11 Apr
5 - 23 May

Geography of Communist China

3 weeks - Part time

2 - 20 June

Geography of USSR

6 weeks - Part time
(3 sessions a week)

3 Feb - 14 Mar

25X1A [REDACTED] 3 weeks - Full time

4 - 22 Nov 3 - 21 Mar
6 - 24 Jan 5 - 23 May

25X1A [REDACTED] 1 week - Full time

2 - 6 Dec 21 - 25 Apr
9 - 13 Dec 9 - 13 June
3 - 7 Feb 23 - 27 June
7 - 11 Apr

Intelligence Briefing 4 weeks - Part time
(2 sessions a week)

3 - 26 Mar (for NPIC)

Intelligence Production 9 weeks - Full time

3 Mar - 2 May 2 June - 1 Aug

Intelligence Review 2 weeks - Full time

2 - 13 Dec 21 Apr - 2 May

Intelligence Techniques 3 weeks - Full time

6 - 24 Jan 7 - 25 Apr

Introduction to Communism 2 weeks - Full time

12 - 22 Nov 7 - 18 Apr
20 - 31 Jan 19 - 29 May
17 - 28 Feb 16 - 27 June

Introduction to Intelligence 2 weeks - Full time

6 - 17 Jan 5 - 16 May
3 - 14 Feb 2 - 13 June
24 Mar - 4 Apr

Introduction to Map Reading & Imagery Analysis 8 days - Full time
(over 3 weeks)

5 - 21 May

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JCS-DIA

12 days - Full time

20 - 21 Nov

16 - 17 Apr

Language Courses

Full-time Courses

World Languages (Intermediate Goal)

French - 28 weeks, German - 28 weeks, Italian - 24 weeks, Portuguese - 24 weeks, Spanish - 24 weeks

Beginning dates: 6 January 1969

3 March 1969

5 May 1969

All Other Languages*

Beginning dates: 6 January 1969 and/or 5 May 1969

Part-time Courses (All languages)

Beginning dates: 6 January 1969

5 May 1969

*Full-time Chinese, Japanese and Vietnamese language training is arranged at appropriate times with the responsible Agency components.

Management

1 week - Full time

2 - 6 Dec

23 - 27 June

17 - 21 Mar

Managerial Grid

1 week - Full time

17 - 22 Nov

4 - 9 May

2 - 7 Feb

Midcareer Executive Development

6 weeks - Full time

26 Jan - 7 Mar

11 May - 20 June

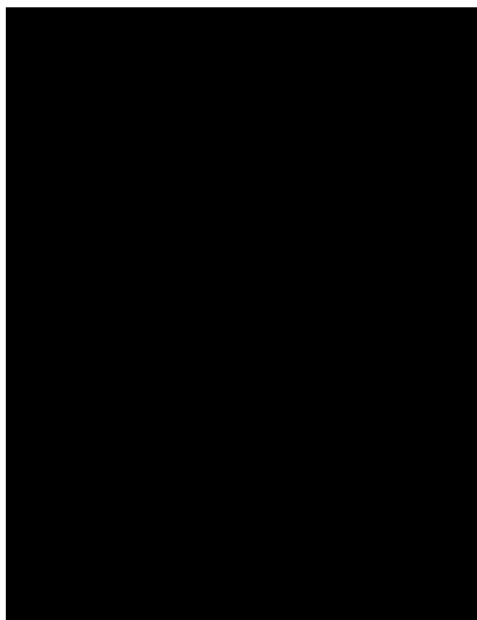
25X1A

13 weeks - Full time

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25X1A



10 weeks - Full time

3 weeks - Full time

5 - 23 May

4 weeks - Full time

28 Apr - 23 May

3 weeks - Full time

7 - 25 Apr

2 - 20 June

Orientation to Intelligence

2 weeks - Full time

14 - 27 Nov

3 - 14 Mar

Orientation for Overseas

2 days - Full time

5 - 6 Nov

4 - 5 Mar

26 - 27 Nov

1 - 2 Apr

7 - 8 Jan

6 - 7 May

4 - 5 Feb

3 - 4 June

25X1A



2 weeks - Full time

7 - 18 Apr

Politics Workshop

3 1/2 days - Full time

1 - 4 Dec

22 - 25 June

23 - 26 Mar

Senior Management Seminar (Grid)

1 week - Full time

8 - 13 June

Senior Management Seminar (Planning)

1 week - Full time

13 - 18 Apr

Soviet Bloc Operations	3 weeks - Full time
12 - 22 Nov (2 wks)	31 Mar - 18 Apr
27 Jan - 14 Feb	19 May - 6 June
Supervision	1 week - Full time
10 - 14 Feb	28 Apr - 2 May
Support Services	6 weeks - Full time
3 Mar - 11 Apr	2 June - 11 July
Support Services Review: Trends & Highlights	3 1/2 days - Full time
3 - 6 Dec	22 - 25 Apr
4 - 7 Mar	10 - 13 June
Systems Development Process (Brandon)	3 days - Full time
10 - 12 Dec	
Vietnam Area Course	1 week - Full time
2 - 6 Dec	7 - 11 Apr
13 - 17 Jan	19 - 23 May
17 - 21 Feb	
25X1A	
	4 days - Full time
16 - 19 Dec	21 - 24 Apr
27 - 30 Jan	2 - 5 June
3 - 6 Mar	
Vietnam Station Orientation	3 days - Full time
10 - 12 Dec	15 - 17 Apr
21 - 23 Jan	27 - 29 May
25 - 27 Feb	
Writing Workshop (Basic)	4 weeks - Part time (2 mornings a week)
5 - 27 Nov	10 - 28 Feb (for NPIC)
4 - 27 Feb	6 - 29 May

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Writing Workshop (Intermediate)

4 weeks - Part time
(2 mornings a week)

4 - 26 Nov

5 - 28 May

9 - 27 June (for NPIC)

OTR Course Descriptions

Administrative Procedures (3 1/2 or 5 days - all day)

For clerical employees who support the CS at headquarters.
All students attend the first 3 1/2 days for coverage of Agency organization, dispatch and cable procedures, domestic travel and reimbursement vouchers, and operational terminology. CS sponsored students remain the extra 1 1/2 days for coverage of CS records and project procedures.
Given at Magazine Building.
No other prerequisites.

ADP Orientation (3 days - all day)

For users and potential users of computer services within the Agency. A general orientation on automatic data processing is provided.
Given at Magazine Building.
No other prerequisites.

Advanced Management (Planning) (1 week - Sunday afternoon through Friday)

For all officers, line or staff (GS-13/14), who have a need for better understanding of systematic planning. While not designed for personnel engaged in full-time PPB, they are by no means excluded. Specific methodology for planning, selected techniques used in planning, analysis of different planning styles and overall Agency system for planning, programming, and budgeting. Required precourse reading involves 10 - 15 hours; thus, registrations cannot be accepted later than 2 weeks prior to the scheduled starting date.

25X1A

No other prerequisites, although Managerial Grid is recommended.

25X1A

Basic Country Survey: USSR (2 weeks - all day)

For professional employees whose work requires a basic and comprehensive knowledge of the Soviet Union.

A brief study of Tsarist Russia and developments since the Communist seizure of power.

Given in Washington area.

No other prerequisites.

Challenge of Worldwide Communism (3 weeks - all day)

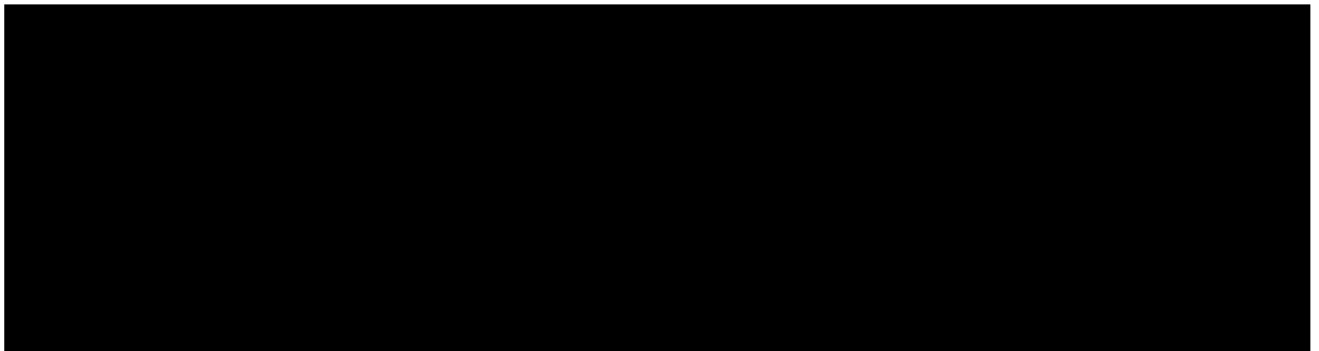
For Career Trainees.

The historical development of the USSR and Communist China is reviewed, together with an examination of the doctrine, organization, and operations of the communist movement throughout the world.

Given in Washington area.

No other prerequisites.

25X1A



China Familiarization (1 week - all day)

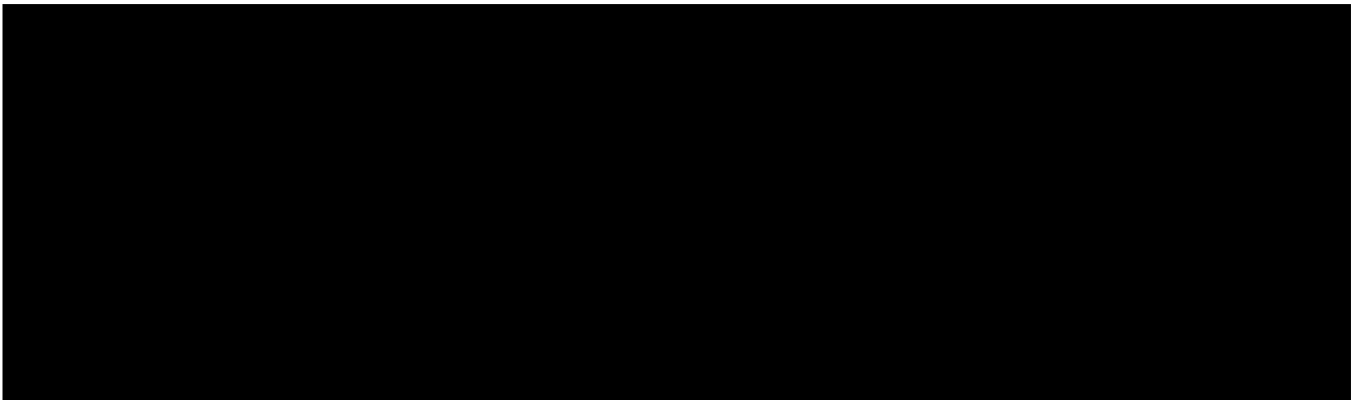
For professional employees.

Covers survey of mainland China's geography, history, economic factors, and its role in foreign affairs. Provides introduction to the Chinese language, including pronunciation.

Given in Washington area.

No other prerequisites.

25X1A



25X1A

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25X1A

Clerical Refresher (4 weeks - morning)

For clerical employees seeking to improve accuracy and to develop speed in either shorthand or typewriting.

Separate instruction may be taken in either skill.

Given at Ames Center Building.

No other prerequisites.

Communist Party Organization and Operations (3 weeks - morning)

For professional employees.

Covers organization and activities of communist parties, with emphasis placed on those in countries in which they are not dominant.

Given in Washington area.

Prerequisites: Introduction to Communism or equivalent in headquarters or field experience.

25X1A

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Introduction to Communism (2 weeks - all day)

For professional employees at EOD or potential professionals.
Covers historical development of the USSR and Communist China and the doctrine, organization and operations of the Communist movement. (Part II of Intelligence Orientation Course.)
Given in Washington area.
No other prerequisites.

Introduction to Intelligence (2 weeks - all day)

For professional employees at EOD or potential professionals.
Covers concepts of intelligence, the intelligence agencies of the U.S. Government, and the Agency's responsibility for collection, production, and dissemination of intelligence. Includes discussion of the fundamentals of American beliefs and practices. (Part I of Intelligence Orientation Course.)
Given in Washington area.
No other prerequisites.

Introduction to Map Reading & Imagery Analysis (8 days - spread over 3 weeks - all day)

For professional employees who need to be able to use maps effectively and to do simple photographic interpretation.
Equal emphasis on map reading and photographic interpretation. Other types of imagery analysis are introduced.
Given in Washington area.
No other prerequisites.

JCS-DIA Orientation (2 days - all day)

For selected officers and civilians of the JCS, DIA and the military services.
A semi-annual orientation on CIA by the Agency's senior officials.
Given in Washington area.
No other prerequisites.

Management (1 week - all day)

For officers in Grades GS-11 through GS-14.
Examines current thinking in managerial style as it relates to communication, employee motivation, and work performance. Exercises in team-action problem-solving are used to provide students an opportunity to apply the concepts and principles covered.
Given in Magazine Building.
No other prerequisites.

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Effective Speaking (12 weeks - one morning a week)

For professional employees.
Covers principles of speaking as they relate to oral presentation.
Includes selection and use of graphic aids.
Given in Washington area.
No other prerequisites.

25X1A

Field Finance and Logistics (3 weeks - all day)

For operational support assistants and support officers required to maintain budgetary, financial, and property records at a Class B, C, Type II, or Type III Station.
Given at Magazine Building.
Prerequisites: Overseas assignment or work in this particular field.

25X1A

Geography of Communist China (3 weeks - MWF - all day)

For professional employees who need a working knowledge of the geography of Communist China. A text has been especially compiled for this course, incorporating the latest unclassified data. Classified materials to be used include the Intelligence Map Series to illustrate certain geographical points. This course concentrates on those elements of the natural and cultural environment that can influence the political, economic, military, or foreign relations stance of Communist China.
Given in Washington area.
No other prerequisites, although China Familiarization Course is desirable.

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Intelligence Production (9 weeks - all day)

For Career Trainees.

Provides detailed orientation into DDI components, emphasizing particularly the problems of producing finished intelligence. Also stresses the close working relationships between DDI units and other Agency and non-Agency (including both USIB and non-USIB) offices. The required course research paper is intended to give the CT pre-job experience in using Agency reference facilities as well as in producing finished intelligence.

Given in Washington area.

No other prerequisites.

Intelligence Research Techniques (2 weeks - all day)

For analysts, librarians, reference analysts, and research assistants. Covers each stage of the research process from the origin of an intelligence research topic to the writing of a skeletal report. A research project is used as a practical exercise. Includes orientation on repositories of information and on value of collection programs.

Given in Washington area.

No other prerequisites.

Intelligence Review (2 weeks - all day)

For middle-grade and senior officers who have been in the Agency at least five years.

Covers the Agency's development under the central intelligence concept, recent organization developments to meet current and future responsibilities, changes in functions of the intelligence community, problems of coordination, and future trends in intelligence.

Given in Washington area.

No other prerequisites.

Intelligence Techniques (3 weeks - all day)

For Career Trainees.

Provides instruction and practice in the Agency's techniques used in the production of finished intelligence.

Given in Washington area.

No other prerequisites.

Project USEFUL (1 week - all day)

For selected U.S. military officers (field grade and above).
Includes functions and capabilities of the Agency to support the military and the support CIA requires of the military.
Given in Washington area.
No other prerequisites.

Politics Workshop (3 1/2 days - all day)

For middle-grade and senior CS officers.
Course seeks to enhance skills in assessing, recruiting, and handling agents among key interest groups, including political parties, and to develop skills in managing political activities. There is a group discussion on problems in assessment and on handling assets and lessons that can be derived from past operations. There is also group analysis of current problems in key countries.

25X1A

Program for Representatives at Senior Officer Schools (3 days - all day)

Given annually for Agency representatives selected by the TSB for attendance at Senior Officer Schools.
Updates significant developments affecting the Agency; includes instruction in techniques of briefing and in conducting seminars; provides an opportunity to meet recent graduates of Senior Officer Schools and senior officials of the Agency.
Given in Washington area.
No other prerequisites.

Senior Management Seminar (Grid) (1 week - Sunday afternoon through Friday - all day)

For GS-15s and above.
Consists of the Managerial Grid. Selection by Senior Training Officers.
Conducted by consultant.

25X1A

Senior Management Seminar (Planning) (1 week - Sunday afternoon through Friday - all day)

For GS-15s and above.
Consists of Advanced Management (Planning) Course. Conducted by consultant.

25X1A

No other prerequisites, although Grid is recommended.

25X1A

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Soviet Bloc Operations (3 weeks - all day)

For CS officers and intelligence assistants.

Provides an orientation on the special nature of the Soviet Bloc as a CS target. Required for those preparing for field assignments in which substantial time will be devoted to the Soviet Bloc target. Headquarters staff employees engaged in activities against the Soviet Bloc will be admitted on a space-available basis.

Given in Washington area.

No other prerequisites.

Supervision (1 week - all day)

For employees in grades GS-5 through GS-10 who have supervisory responsibilities.

Explores current thinking on the role of the supervisor in terms of personal behavior, responsibility for subordinates, and organizational and individual needs. Provides materials and a setting experiencing and examining interteam and intrateam skills and activities.

Given at Magazine Building.

No other prerequisites.

Support Services (6 weeks - all day)

For Career Trainees assigned to the Support Services. (Young non-CT professionals from within the Support Services, GS-8 through GS-12, may be nominated to attend this course when Career Trainee enrollment falls below eighteen students - anticipated CT enrollment for fiscal years 1969 and 1970 is 8 - 10 per course.)

Acquaints students with organization and mission of various Support Services components. Although field activities are discussed, emphasis is on training for Headquarters assignments. Includes the Managerial Grid and three-day ADP Orientation courses.

Given at Magazine Building.

No other prerequisites.

Support Services Review: Trends and Highlights (3 1/2 days - all day)

For professional Support Services employees (women as well as men) in Grade GS-9 through GS-15.

Emphasizes significant trends and developments within the Agency's support activities, and includes presentations in ADP, records management, and PPB (planning, programming, and budgeting).

No other prerequisites.

25X1A

Vietnam Area (1 week - all day)

For employees whose work is related to Vietnam.
Covers the geography, history, and social structure of Vietnam, relevant aspects of peasant life and religion as well as attitudes and values, and politics and administration. Within this framework, examines nationalism, colonialism, communism, and basic developmental problems. Considers the current scene and, in particular, the role of the United States. Introduces the Vietnamese language. Lecturers are drawn from other Government units and universities, as well as from the Agency.
Given in Washington area.
No other prerequisites.

25X1A

Vietnam Station Orientation (3 days - all day)

For all personnel preparing for assignments in Vietnam.
A familiarization on the Agency's mission and programs in the area, with a view to increasing capabilities for planning, supporting, and conducting operations.
Given in Washington area.
No other prerequisites.

Writing Workshop (Basic) (4 weeks - T Th - Morning)

For professional employees. (Non-professionals may attend under certain circumstances.)
Covers basic principles of grammar and rhetoric, and elements of sentence construction and paragraph structure.
Given in Washington area.
No other prerequisites.

Writing Workshop (Intermediate) (4 weeks - M W - Morning)

For professional employees. (Non-professionals may attend under certain circumstances.)
Covers principles of good writing, including clarity, accuracy, and logic.
Given in Washington area.

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